

Attachment #3

*Front Street Gate/Shutter Application Checklist*

*DRAFT*



This checklist is to inform Applicants and Designers of the process for determining if it is possible to submit a building permit to add security closure at the alcoves and/or storefront glazing at their commercial buildings that face Front Street, and what that permitting process includes.

### SUMMARY

ROLL DOWN SHUTTERS OR ACCORDIAN GATES* AT ALCOVE AND/OR STOREFRONT			
	Administrative Approval	Streamlined Approval	Full Routing
Commercial space served has only one (1) means of egress at Front Street (i.e. no other entry or exit door from the space)	Yes	Yes	Yes
The space has more than one exit from it (i.e. there is a back door or another entry door)	No	No	No
Alcove Serves more than one means of egress	No	No	No
Alcove Serves only 1 means of egress	Yes	Yes	Yes
BC Building Code Compliant	Yes	Yes	Alternative Solution
Heritage Compliant (See Heritage Considerations)	Yes	Yes, but	No
Are there any City trees within 10m of the work	No	Yes	No
*Any option that does not use a vertical hinged door (standard swing door)			
EXIT GATES/GRILLES AT ALCOVE			
	Administrative Approval	Streamlined Approval	Full Routing
Commercial space served has only one (1) means of egress at Front Street (i.e. no other entry or exit door from the space)	Yes	Yes	Yes
The space has more than one exit from it (i.e. there is a back door or another entry door)	No	No	No
Alcove Serves more than one means of egress	Yes	Yes	Yes
Alcove Serves only 1 means of egress	Yes	Yes	Yes
BC Building Code Compliant	Yes	Yes	Alternative Solution
Heritage Compliant (See Heritage Considerations)	Yes	Yes, but	No
Are there any City trees within 10m of the work	No	Yes	No

**PRE-APPLICATION REQUIREMENTS**

FRONT STREET SHUTTER/GRILLE/GATE INITIAL INQUIRY QUESTIONNAIRE	
Question	Response
What is the building Address?	
Are you the Owner or a Tenant?	
What is your contact phone and email?	
Will you be able to secure the Owner's permission to install what you propose?	
What do you want to install? I.e. rolling shutter, grille, gate? Does the security devices allow visual control of the area served to enhance security?	
If you know the type of product you'd like to use at this time, provide a product data sheet, photograph or cut-sheet with information about the size, materials, color, etc.	
What hours of the day and days of the week will it be in the closed position? Is this consistent or will there be variations?	
Is there more than one door that is in the alcove? If yes, what space does each door serve?	
Do you want to cover storefront glazing? If yes, how much?	
Will any part of the proposed installation extend over the property line? If yes, provide that information in the sketch.	
Attach photographs of the space including the alcove, any doors serving the alcove and the storefront (if applicable).	
Attach a sketch of the building floor plan of the spaces that lead to the alcove and any other exits from the space served by the alcove.	
Attach a narrative addressing the Heritage Considerations and how your project addresses the concerns outlined	

In order to help determine what path your project is eligible for, please email a completed questionnaire along with requested information to [blapps@newwestcity.ca](mailto:blapps@newwestcity.ca) with PREAPP SECURITY CLOSURE (Insert Address) in the subject line.

**APPLICATION REQUIREMENTS**

**Project Address:** \_\_\_\_\_

**Proposed Work:** \_\_\_\_\_

Commercial  Industrial  Other \_\_\_\_\_

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the city. The plans are to be **legible** and of **suitable quality** for archival storage. **If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.** Drawings will be accepted in either metric or imperial, but all documentation must be consistent throughout in one standard only.

REQUIRED DOCUMENTATION		Required	Submitted
Permit Application Form		✓	
Letter of Authorization (If applicant is not title owner)		✓	
<u>Title Search</u> (no older than 30 days – obtain from BCLTSA office)		✓	
EXISTING BUILDING INFORMATION		Yes	No
How many storeys high is the building?			
Is the building sprinklered?			
Is there a fire alarm system?			
Storage of Dangerous goods?			
Storage / Use of combustible or flammable liquids, gases, etc?			
REQUIRED DRAWINGS		Submitted	Required
<b>Key Plan</b> Min. Scale: 1:100 or 1/8"=1'-0"	Full Floor Plan showing location of tenant space and any other tenant spaces accessing the alcove.		✓
<b>Suite Floor Plan</b> Min. Scale: 1:50 or 1/4"=1'-0"	Existing space layout with room uses identified and proposed location of gates/shutters/grilles		✓
<b>Construction Details</b> Min. Scale: 1:20 or 1/2" = 1'-0"	Gate specifications and installation details including waterproofing and structural details as needed.		✓
STRUCTURAL ENGINEERING CHECK			
<b>Engineering Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure- Contact Building Department for further information <b>Designed Under?</b> <input type="checkbox"/> Part 3 <input type="checkbox"/> Part 4 <input type="checkbox"/> Part 9			
REQUIRED STRUCTURAL DRAWINGS		Submitted	Required
Signed / Sealed Structural Drawings			✓
Schedule B signed & sealed by Professional			✓
Schedule A , required for projects with more than 1 Professional			
<b>Letters of Assurance</b>	Coordinating Professional		
(provide name of professionals)	Architectural:		
	Structural:		

Notes: \_\_\_\_\_  
 \_\_\_\_\_

Please email this checklist along with supporting documentation to [blapps@newwestcity.ca](mailto:blapps@newwestcity.ca) with APP SECURITY (gate/shutter/grille) (address). Identify the information in (parentheses).

## HERITAGE CONSIDERATIONS FRONT STREET / COLUMBIA STREET HISTORIC DISTRICT

### Adding security gates and shutters

#### HERITAGE CONSIDERATIONS

The **Columbia Street Historic District** has a high concentration of heritage buildings. Many are listed on the City of New Westminster's Heritage Register, some are protected by a Heritage Designation bylaw and some have a Heritage Revitalization Agreement in place. Many of the buildings that face Front Street are part of the same site or building as historic buildings that also face Columbia Street. While the heritage buildings are mostly Edwardian, there are also buildings of note from later periods.

#### Adding security to windows, doors and storefronts

While supporting measures to increase security for businesses in the area, consideration should also be given to minimizing the impact of new installations such as gates and shutters on the heritage character and heritage values of the individual buildings and the streetscape.

Windows, doors and storefronts are often fundamental to a building's appearance and heritage value. The business frontages on Front Street vary considerably in how much they have been altered over time with some still retaining much of their original materials and form, and others with modern elements added or replacing the historic at some point in the past. Many of the storefronts and building facades on Columbia Street have been maintained or restored to their original appearance with historic or modern materials.

Consideration of the best security solution for each situation should take into account the conservation conditions of the particular building. Even if a building does not appear to have retained its original appearance, there may be opportunity to restore it in the future. Historic materials and elements are often present beneath modern interventions so effort to avoid damaging them is still important. For some properties, a Statement of Significance and/or archival images is on file that can help in identifying the historic materials and features, and the character defining elements that embody the heritage value.

#### Guidance to refer to

The *Standards and Guidelines for the Conservation of Historic Places in Canada* (endorsed by Council in 2008) provides key principles and guidance when making changes to a heritage building or site. Standards 3, 11 and 12 are of particular relevance here, indicating an approach of minimal intervention, making new work compatible and complimentary to the heritage building, and reversible so it can be removed or upgraded in future. [Further details below]

The *Downtown Community Plan* (2010) identifies the importance of the Historic Precinct commercial area and the intention "to respect, enhance and celebrate the recognized heritage resources within it". Changes to the exterior of Heritage Register buildings on Columbia Street are to follow the design standards provided in the Heritage Area Revitalization Program (HARP) guidelines. Specific guidance for storefronts, doors and fenestration is in Section 4. The *Downtown Community Plan* also sets out the City's heritage conservation principles which align with the Standards and Guidelines.

#### Key principles

The key principles to consider in designing security gates or shutters for a heritage building (or within the Historic District) include:

- Use design, form and materials for new elements that are compatible with the historic building.
  - o The design should reflect and complement the heritage character of the building.
  - o The design should aim to maintain or even enhance the heritage character of the building or streetscape.
- Use a method and location of installation that does not damage the historic fabric of the building and that is reversible.
  - o When it is removed or upgraded in the future it should not leave permanent damage to the historic building, its materials and features.

- It may be possible to install new elements onto modern materials that have been added - for example, onto a modern metal window frame instead of the historic masonry.

#### Further considerations:

- Assess what level and type of security is actually needed in each situation.
  - Are physical barriers necessary or are other measures sufficient.
- Explore if security measures can be installed on the interior instead to avoid changing the exterior appearance of the building, while also considering heritage interiors.
- If adding gates or shutters, maintaining transparency rather than adding solid elements is recommended whenever possible, to not overwhelm or obscure historic elements, to maintain the visual relationship between inside and outside, to avoid creating a fortress-like appearance, and for safety and security of building users.
- Use high quality, durable materials that will weather well over time.
- Consider the colour of new elements to tie into the existing building or context.

#### References:

[Standards and Guidelines for the Conservation of Historic Places in Canada](#)

Second edition, 2010.

Chapter 3, The Standards for the Conservation of Historic Places in Canada, including:

Standard 3

**Conserve heritage value by adopting an approach calling for minimal intervention.**

Minimal intervention in the context of heritage conservation means doing enough, but only enough to meet realistic objectives while protecting heritage values.

Standard 11

**(a) Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. (b) Make the new work physically and visually compatible with, subordinate to, and distinguishable from the historic place.**

Part (a) indicates that [...] such additions or new construction must not obscure, radically change or have a negative impact on character-defining materials, forms, uses or spatial configurations.

Part (b) requires physical compatibility with the historic place. This includes using materials, assemblies and construction methods that are well suited to the existing materials. New materials and assemblies should also have compatible service lives or durability, so that maintenance and repair work can be undertaken concurrently. Not doing so can lead to prematurely replacing adjacent historic materials for the sake of efficiency.

Part (b) also requires that additions or new construction be visually compatible with, yet distinguishable from, the historic place. To accomplish this, an appropriate balance must be struck between mere imitation of the existing form and pointed contrast, thus complementing the historic place in a manner that respects its heritage value.

Part (b) also requires an addition to be subordinate to the historic place. This is best understood to mean that the addition must not detract from the historic place or impair its heritage value. Subordination is not a question of size; a small, ill-conceived addition could adversely affect an historic place more than a large, well-designed addition.

Standard 12

**Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.**

Reversible interventions are those that can be removed at a later date without damaging the character-defining elements of the historic place. This is particularly important if the intervention is related to a new use that may later change. For example, a temporary access ramp could be constructed in a manner that allows for easy dismantling without damaging an adjacent character-defining foundation wall or front garden. Reversible interventions are not destructive.

Guidelines for Windows, Doors and Storefronts (4.3.5), including:

**Recommended:**

- 1: Understanding windows, doors and storefronts and how they contribute to the heritage value of the historic building.
- 8: Retaining sound and repairable windows, doors and storefronts, including their functional and decorative elements, such as hardware, signs and awnings.
- 22: Complying with health, safety and security requirements in a manner that conserves the heritage value of the windows, doors and storefronts and minimizes impact on its character-defining elements.
- 23: Working with code specialists to determine the most appropriate solution to health, safety and security requirements with the least impact on the character-defining elements and overall heritage value of the historic building.

**Not Recommended:**

- 22: Damaging or destroying elements while making modifications to comply with health, safety and security requirements.
- 23: Making changes to windows, doors or storefronts without first exploring equivalent health, safety and security systems, methods or devices that may be less damaging to the character-defining elements of the historic building.

[Downtown Community Plan](#): City of New Westminster, 2010

4.3: Historic Precinct, p.38

Policy 9.0: Heritage Management, p.71

[The Columbia Street H.A.R.P Guidelines](#): City of New Westminster

Section 2: Form and Scale, p.5 including 2.1: General Design Considerations

Section 4: Storefronts, Doors and Fenestration, p.15

[Guidelines for Fences, Gates and Shutters](#): City of Victoria, 2010

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Design Principles p.3

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